

***Borough of Newtown  
Zoning Commission  
Newtown, Connecticut 06470***

**APPLICATION FOR VILLAGE DISTRICT APPROVAL**

Date Received:
Fee Paid:
Architect Assigned:
Architectural Review Fee Paid:
Application No.:

*Village District approval in accordance with the Borough of Newtown zoning regulations, in addition to the requirements of the underlying zoning regulations, is required prior to any proposed new construction, substantial reconstruction and rehabilitation of properties within the Village District and in view from public roadways.*

1. NAME OF APPLICANT: \_\_\_\_\_
2. MAILING ADDRESS: \_\_\_\_\_
3. NAME AND ADDRESS OF OWNER OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_
4. NAME OF ATTORNEY OR AGENT AND ADDRESS AUTHORIZED TO ACT ON THIS APPLICATION, IF ANY: \_\_\_\_\_  
\_\_\_\_\_
5. IF APPLICANT IS A CORPORATION, NAME OF ALL OFFICERS AUTHORIZED TO ACT ON THIS APPLICATION: \_\_\_\_\_  
\_\_\_\_\_
6. DESCRIPTION OF PROPERTY (include street address, legal description and a description sufficient to locate and define the boundaries of the parcel for which Village District approval is being sought):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
a. Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

7. INTEREST OF APPLICANT IN PROPERTY IF OTHER THAN FEE OWNER (i.e., lease, option, contract purchaser, etc.)

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8. GIVE A BRIEF STATEMENT DESCRIBING THE PROPOSED CONSTRUCTION TO ASSIST THE COMMISSION IN DETERMINING THAT IT COMPLIES WITH THE BOROUGH OF NEWTOWN VILLAGE DISTRICT ZONING REGULATIONS.

9. DESCRIBE IN DETAIL AND SUBMIT NECESSARY DRAWINGS, PLANS, SURVEYS, ETC. TO SHOW THE FOLLOWING:

- a. Design and Placement of Buildings including, but not limited to:
  - 1. architectural scale, rhythm and proportion;
  - 2. parking;
  - 3. loading and unloading areas;
  - 4. dumpsters and storage areas; and
  - 5. utility equipment.

Include a blockface drawing showing the proposed finished building, along with other buildings in the vicinity and within 500 feet of the property, all from the street view, showing the relative scale of the proposed finished building in relation to the scale of such other buildings.

- b. Design, Paving Materials and Placement of Public Roadways:
  - 1. road edge definition and curb cuts;
  - 2. curbing of driveways and on the street.

- c. Sidewalks.

- d. Any other information deemed necessary by Borough of Newtown Zoning Commission and/or the Village District consultant for such application.

10. NAMES AND ADDRESSES OF MORTGAGEES AND OTHER PERSONS CLAIMING AN INTEREST IN THE PARCEL FOR WHICH THE SPECIAL EXCEPTION IS SOUGHT:

_____	_____
_____	_____
_____	_____

11. NAMES AND ADDRESSES OF PERSONS WHO ARE OWNERS OF LAND WHICH ARE WITHIN 1,000 FEET OF THE PARCEL FOR WHICH A VILLAGE DISTRICT APPROVAL IS BEING SOUGHT (if necessary continue on additional pages)

_____	_____
_____	_____
_____	_____
_____	_____

12. NOTICE REQUIREMENTS

The applicant shall notify by certified mail, return receipt requested at least ten (10) days prior to the public hearing, the owners of land which is within 1,000 feet of the land which is the subject of the Village District approval. The names of the owners shall be taken from the latest Tax Assessor records. Evidence of certified mailings shall be submitted by the applicant on or before the public hearing date via the attached affidavit.

13. A FEE (CASH OR CERTIFIED CHECK) MUST ACCOMPANY EACH APPLICATION IN THE AMOUNT OF \$150 PLUS THE COST TO THE BOROUGH OF NEWTOWN FOR OUTSIDE REVIEW AS REQUIRED BY THE VILLAGE DISTRICT REGULATION, AS THAT COST IS ESTABLISHED FROM TIME TO TIME.

14. APPLICATION MUST BE RECEIVED AT LEAST FIFTEEN (15) DAYS BEFORE THE REGULAR MONTHLY MEETING OF THE BOROUGH OF NEWTOWN ZONING COMMISSION.

15. THE UNDERSIGNED CERTIFIES THAT THE INFORMATION CONTAINED HEREIN AND THE ACCOMPANYING DOCUMENTS CONFORM WITH THE VILLAGE DISTRICT REGULATIONS OF THE BOROUGH OF NEWTOWN ZONING REGULATIONS.

SIGNATURE OF APPLICANT (signature of Agent will not be accepted unless properly executed Power of Attorney is attached hereto)

\_\_\_\_\_

Dated: \_\_\_\_\_

SIGNATURE OF OWNER OF PROPERTY

\_\_\_\_\_

Dated: \_\_\_\_\_

**NOTIFICATION FORM**  
**VILLAGE DISTRICT APPLICATION**

Dear

Be advised that \_\_\_\_\_ has applied for a  
(applicant)

Village District application for property located at the following address:

\_\_\_\_\_  
(street name and number)

\_\_\_\_\_  
Map                      Block                      Number(s)

The proposal is for \_\_\_\_\_  
(description of proposal)

\_\_\_\_\_  
\_\_\_\_\_.

The Borough of Newtown Zoning Commission will conduct a public hearing on this proposal as follows:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

You are being notified because your property is within 1,000 feet of the subject parcel.

The application is on file in the Office of the Borough Zoning Enforcement Officer and the Clerk of the Borough of Newtown.

**(TO BE COMPLETED BY APPLICANT)**

**AFFIDAVIT  
FOR  
VILLAGE DISTRICT APPLICATION**

STATE OF CONNECTICUT                   :  
                                                          : ss.  
COUNTY OF \_\_\_\_\_                   :

Application: \_\_\_\_\_

Application Description: \_\_\_\_\_

\_\_\_\_\_  
The undersigned, being duly sworn, deposes and says:

1.     I have mailed, by certified mail, return receipt requested, a notice of the date, time and place of the public hearing scheduled for the subject application, as required under Section 12.05B and all other applicable sections of the Borough of Newtown Zoning Regulations to persons who are owners of land which is within 1,000 feet of the land which is the subject of the hearing.
2.     The date of the mailing of such notice was \_\_\_\_\_, 20\_\_\_\_\_.
3.     The names and addresses of the required property owners were determined by reference to the records of the Newtown Tax Assessor. A list of said names and addresses of the required property owners is attached hereto.

\_\_\_\_\_  
Applicant or Designated Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Superior Court  
Notary Public

My commission expires: \_\_\_\_\_